Connecting to *Your*Collections: Inventory and Assessment

Hockessin, Smyrna, and Laurel, DE April 12,13, and 14, 2011 Rachel Onuf, MILS, MA

Workshop Agenda

- Introductions
- Inventory Introduction & Exercise
- Assessment Introduction & Exercise
- Wrap up
- □ Site Tour

Inventory: What is it?

A list of things (noun)

or

To create a list of things (verb)

For cultural heritage repositories

A collection management activity (to inventory) or product (an inventory) that allows you to gain physical control and intellectual control over your holdings

Definitions of terms

- Cultural heritage repository
 - Any place that holds materials in any format that have aesthetic, historic, scientific or social value for past, present or future generations
- Collection Management
 - Suite of activities performed by a collection manager to preserve and provide access to a cultural heritage repository's holdings
 - May include accessioning, processing, cataloging, deaccessioning, housekeeping, shelf reading, digitizing

Definitions of more terms

Physical Control

The function of tracking the storage of records to ensure that they can be located

Intellectual Control

 The creation of tools such as catalogs, finding aids, or other guides that enable researchers to locate materials relevant to their interests

Holdings

The whole of a repository's collections

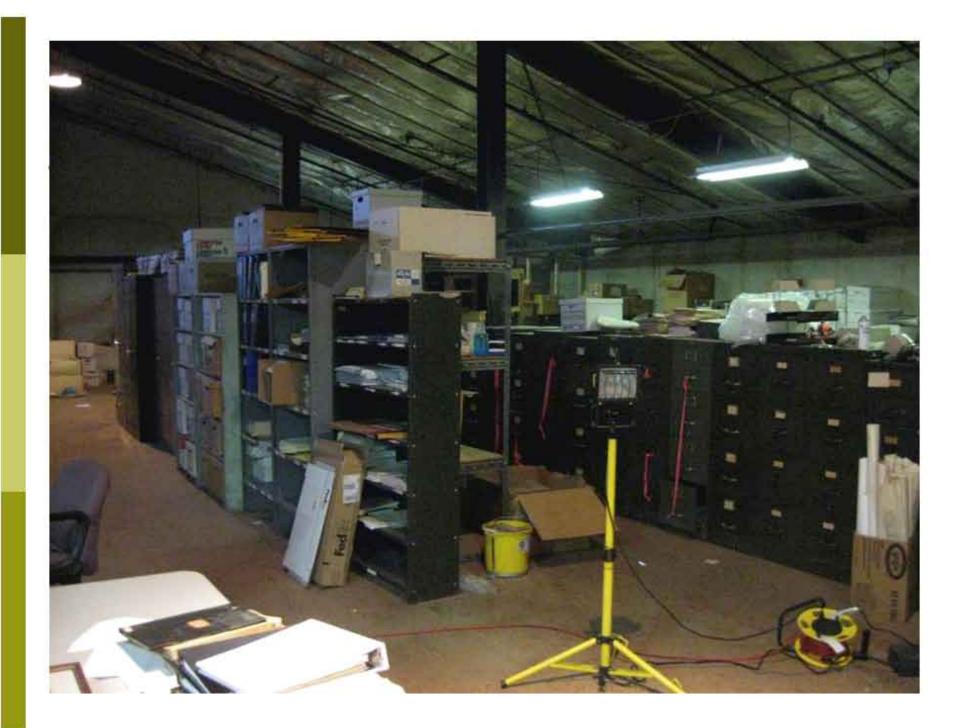
Inventory

A collection management activity (to inventory) or product (an inventory) that allows a cultural heritage repository to gain physical control and intellectual control over its holdings

Inventory: WHY do it?

For cultural heritage repositories

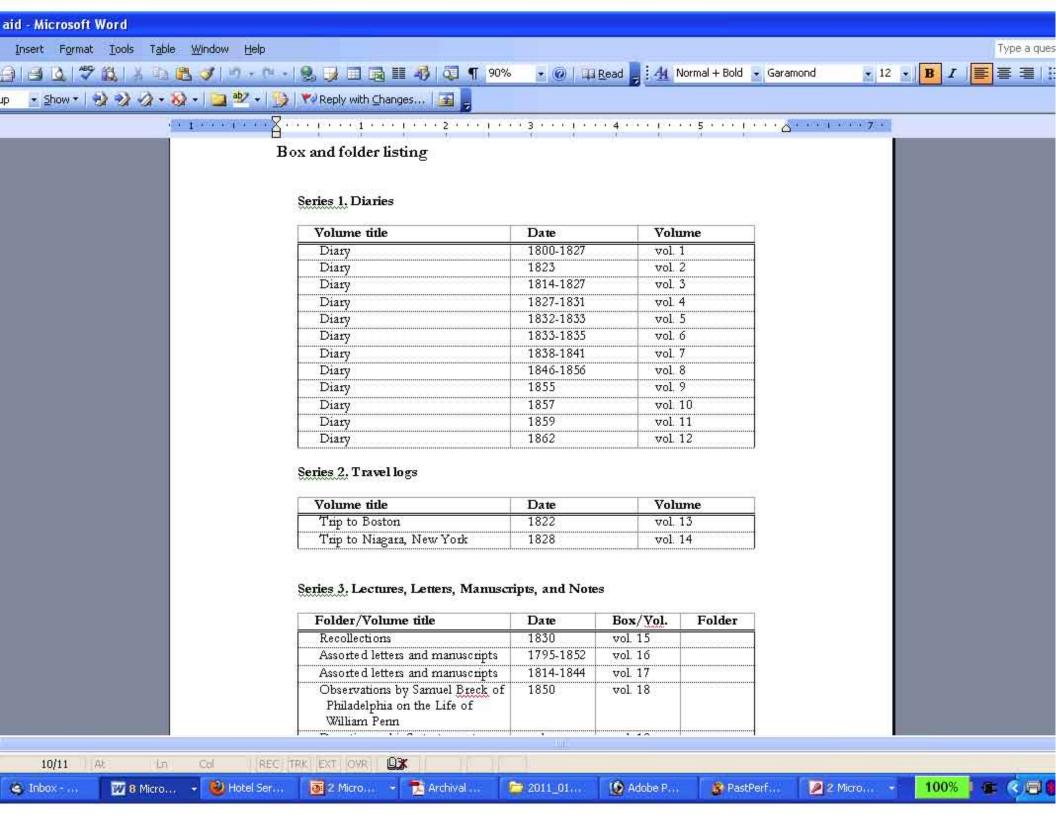
- Improve access to collections
- Improve preservation of collections
- □ Insurance coverage
- Disaster preparedness



More likely







Record Group Smythe Family Papers, 1932-1965

Series Poetry

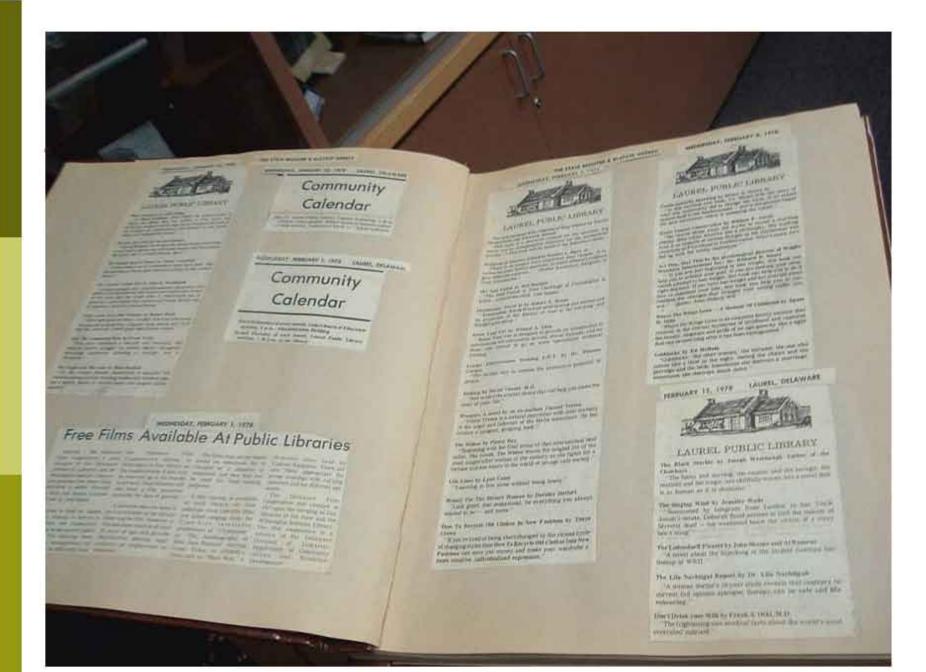
File Poems, 1945-1961

Item Poem for My Dog, 1955

Series Photographs

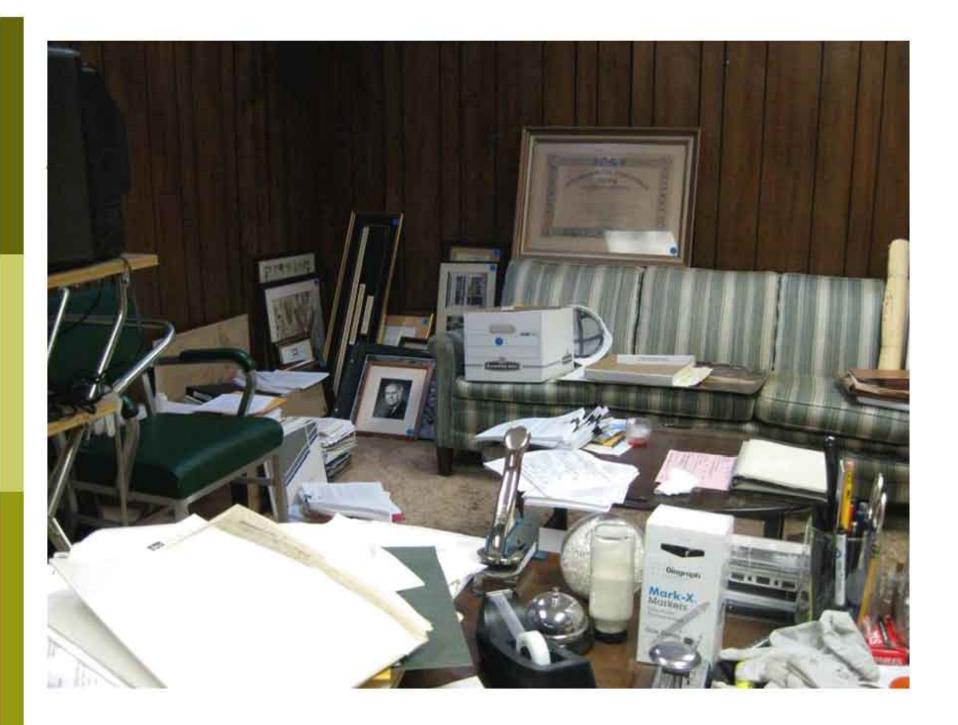
File Photographs, 1941-1945
File Photographs, 1946-1950

File Photographs, n.d.









Inventory: How to do it?

Preparing for an inventory project

- Decide on the scope and level of the inventory
 - All of the holdings? Or just the backlog? Or just one format?
 - At what level will you create an inventory record? Collection-level? Box-level? Itemlevel?
 - Can the material to be inventoried be chunked?

20th century room and Wanamaker room shelflist

Location	Main entry	Collection #
20th century room 145-147 A-G, 148 C-G, 150-154 A-G; New Wanamaker room 53 D-I, 54 D-I additional 32 boxes in Wanamaker room across from HSP archives and 238 C-E	Clark , Joseph Sill , 1901-1990	1958
20th century room 155 A-G	Dallas, Constance H., 1902-	1984
20th century room 158 B-D , 159 A-G , 160 A	Women's Pennsylvania Society for the Prevention of Cruelty to Animals	None
20th century room 158 E-G	Greene, Le Roy Vincent, 1908-	2110
20th century room 160 B-E	Republican Women of Pennsylvania	None
20th century room 161 A	Moore, Joseph Hampton, 1864-1950	0941
20th century room 161 B to 172 C, 203 B-D	Moore, Joseph Hampton, 1864-1950	1541
20th century room 172 C	Benjamin Franklin Parkway	1713
20th century room 172 D	Kirk, R. A., (Reuben Albert)	2159
20th century room 172 D	Stuart, Edwin Sydney, 1853-1920	2122B
20th century room 172 D	Stuart, Edwin Sydney, 1853-1920	2122
20th century room 172 E-F	Hoffman, Benjamin Rose, 1879-1958	2160
20th century room 173 A-B	Bailey, Gilbert Swartzlander, b. 1897	1220
20th century room 173 B to 174 A	Brooke, John Rutter, 1838-1926	0078
20th century room 174 A-B	Lorimer, George Horace, 1867-1937	1679
20th century room 174 C	Archambault, Anna Margaretta	0011
20th century room 174 D	Eberheart, Allen M.	0187



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Lantern slides

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Call no	Main entry	Location		
11	Beale, Joseph Boggs	3rd floor stacks F 18 K		
	Perrose, Boies	2nd floor van it 029 A		
V 08	Exteriors Views and Hit Song Graphics	20th century room lantem slide cabinet		
V 09	Large Miscellaneous Lantern Slide Collection	20th century room lantem slide cabinet		
V 10	Permsylvania Home Teaching Society for the Blind	20th century room lantern slide cabinet		
V 11	19th Fire Fighting	20th century room lantern slide cabinet		
V 12	Declaration of Independence	20th century room lantem slide cabinet		
V 13	Free Library of Philadelphia Lantern Slides	20th century room lantem slide cabinet		
V 14	Windmills	20th century 200m 333 D and lantern slide cabinet		
V 16	Wister, Frances Anne	20th century room lantem slide cabinet		
V 19	Miscellaneous Philadelphia Area Lantem Slides	20th century 100m lantem slide cabinet		
V 20	Miscellaneous Lantern Slides	20th century room 333 D and lantern slide cabinet		
V 21	Permsylvania Health Springs	20th century room 333 D and lantern slide cabinet		
V 24	Taylor, Frank H. (Frank Hamilton), 1846- 1927	20th century soom 333 B		
V 25	Earl J. Early Collection	20th century room 333 B		
V 26	Friends Meeting Houses	20th century room 333 B		
V 30	McKaig	20th century soom 333 C		
V 31	Lantern slide collection	20th century room 333 C		
V 32	Perkins, Helen C.	20th century 100m 333 C-D		
V.34	Miscellaneous Glass Plate Negatives	20th century from 333 D		



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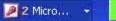




















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Acc #	Acc Date	Main entry	Title	Description of Material	#ofitems	LF	Dates	Location	So
010924.7	1/9/2001	Electric Storage Battery Company		Collection of printed reports and financial statements from the Philadelphia-based Electric Storage Battery Company also includes one item about the "Properties and Plants" of Bethlehem Steel Corporation (1925).	51		1896- 1942	13i	TI T
0109248	9/9/2001	Thornburgh, Edward	Copybook	Copybook of a young male student, probably in Pennsylvania.	1		1833- 1834	13i	No Ca Sta Ar
011119.1	10/25/2001	Lewis and Rawle Family		14 photographs plus miscellaneous photocopies of documents relating to the Trapier, Lewis, and Rawle families. There is a cased image (probably ambrotype) of Josephine Lewis Trapier as a child.	15	.02	ca.1850- 1930	14a	C3 P.
011119.1	11 /4/2001	Peters, Frances	Papers	44 letters, 5 programs, and photocopies of report cards, all relating to Frances Peters' time at the Breck Public School (East Falls). Also included are graduation announcements from the University of Pennsylvania and Drexel Institute of Technology (where she received degrees).	@50	.02	1926- 1940	142	Fr E
011119.1	11/7/2001	Scowh-Irish Foundation	Library and Archives	Books and archives that had been at the Balch on long-term deposit.		15.5	ca.1932- 1991	Balch building	Se In Fo
011119.1	12/18/2001	Phialdelphia ephemera		Membership card, American Federation of Musicians, Local 60, for Frederick Grant (1915) Z. 2 funeral cabinet cards, "Memorial Card Company," Philadelphia, Pa. For Jennie Marshall and Owen Marlow (1890, 1894)	3	.01	1890- 1915	14a	So Co M

























Some considerations

- Have materials been accessioned?
 - If not, start by accessioning your holdings.
 Accessioning will be your preliminary inventory
- Available time, labor, and space
 - Set a schedule, identify who is responsible
- Can always do a more granular inventory at a later date
 - So start at the highest level that will give you meaningful information

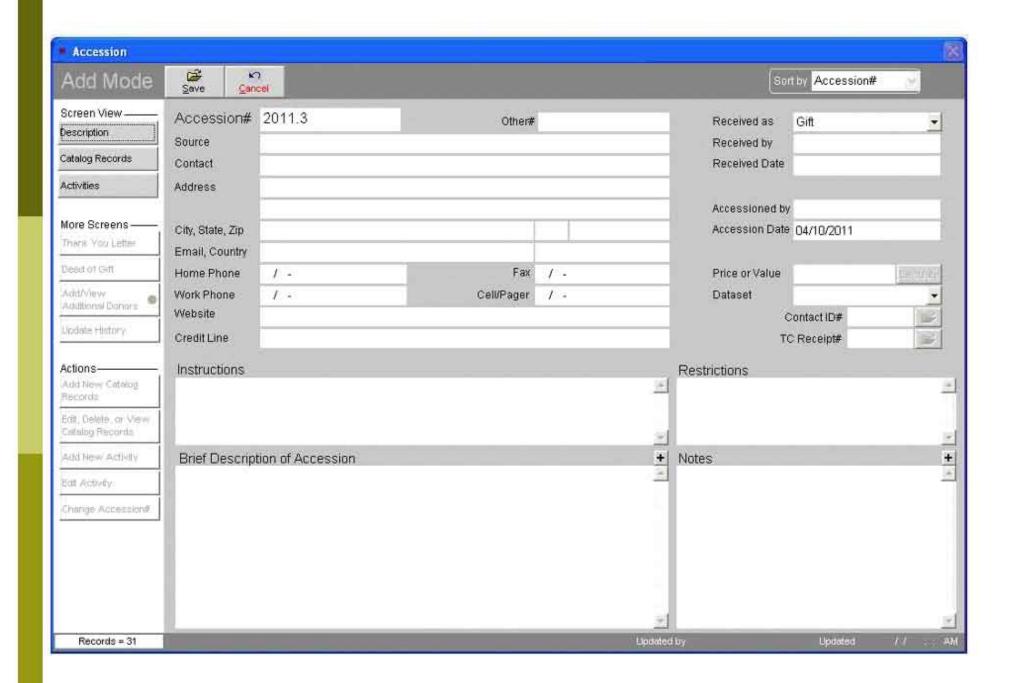
More preparation

- Decide what information to collect for each record
- Pick a tool in which to store the information you collect
 - List, spreadsheet, database
- Gather any existing documentation
- Decide what tools you will use as you do the inventory (descriptive standards such as Dublin Core, controlled vocabularies)

Accession Record

Accession #	Date	Location:	
Donor Address			
Status: Gift Purchase	☐ Deposit/Transfer ☐ Oth	er	
Deed of Gift/Records Transmi	ttal: 🗆 Yes 🗖 No		
Conditions/Restrictions:			
Acknowledged:			
General Category: Archives/Manuscript Audio/Visual Architectural Drawings Book/Pamphlet Microfilm Vertical File Other	□Serials □Greeting/Post Card □Photograph □Artifact □Map □Print/Painting		
Date of Item(s):			
Quantity:			
Description:			
Additional Information:			

ccession	# 200	3.085	Date of Accession		9/22/2003		
ollection	#		Location of collection	1 18i			
lain entry		Purington,	William J.				
itle [Papers			Inclusive da	ates 1855-1889	10	
of items	6	a pastorio	the Old School Baptist Linear fe 25	CIIODHI III WAIII			
r boxes Catalogin recomme		Stand toge	ther alone.				
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See beyond the inventory itself

- The records you create while inventorying should be able to be used as basic catalog records for your holdings.
- How easy would it be to reuse, repurpose, or build on the inventory project you have designed?
- How might this information be used in the future?
 - Contribute digitized images to the Delaware Heritage Collection



Browsing item(s) in Delaware Public Libraries

results 1-20 of 165 item(s) page 1 of 9: (<< 1 2 3 4 5 6 7 8 9 >>):: previous : next

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	Image:	▲ Title:	Subject	Description:
□ 1.	CO N	Apotheosis of the Family		Oversized postcard print of mural owned by Wilmington Savings Fund Society.
□ 2.	and a	Ancade Row, Front and Tatnall Streets, Wilmington, Delaware	Arcades (Shopping facilities);	1953 Print of a lantern slide showing a dismal Arcade Row at Front and Tathali Streets, in Wilmington, Delaware. The sign entering the row reads "Thos H. Wilson Furniture & Stoves." Several people are
□ 3.	7	Arrival of 11:17 Express, Allfon, Delaware	Rairoad stations	Reproduction of original postcard depicting railroad depot at Milton. Text on reverse describes the history of the Queen Anne's Railroad. Produced for 100th anniversary of Milton Train Station.
□ 4.		Asbory Church, Wilmington	Churches, Methodist EpiscopalWilmington (Del.)	Photograph showing the front facade and side of Asbury Church, HABS. One gentleman is standing in front of the church with his back to the camera, A small comer of the cemetery is also visible.

Railroad Car - Passenger





Delaware Public Archives

Resource Identifier 49-4114.tif

Railroad Car - Passenger Title

The Jackson and Sharp Company, Wilmington, Delaware Creator

Description Manufactured for Philadelphia, Wilmington & Baltimore Railroad, formerly. Exterior view. Lantern Slide. Stock car. Corner broken on one glass.

Publisher Delaware Department of State

Date Digital 2010 Type Still Image

Contributing Institution Delaware Public Archives

Digitization TIFF (master); JPEG2000 (access derivative)

Specifications

Assessment

Adding value to your inventory project

General definition

Assessment: evaluation or estimation of the nature, quality, or ability of someone or something

For cultural heritage repositories

- Collection assessment: evaluation of the nature or quality of your holdings or some subset of your holdings
 - Qualitative narrative questionnaires
 - Note fields
 - Quantitative data and comparative analysis
 - Numerical ratings

What to assess?

- Condition of material
- Quality of housing
- Physical arrangement
- Intellectual access
- Research value
 - Interest
 - Quality of Documentation
- Local value
- Exhibit value

And at what level? (sound familiar?)

Decide on the scope and level of the assessment survey





What tools should you use?

Need to select or develop a survey methodology and survey instrument

Historical Society of Pennsylvania Assessment Methodology

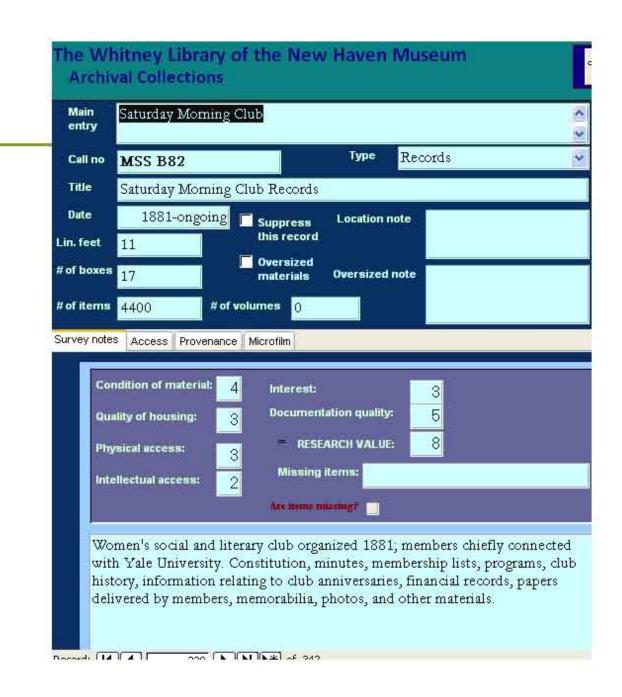
- Combination of qualitative and quantitative approach
- Qualitative: use words!
- Quantitative: numerical ratings

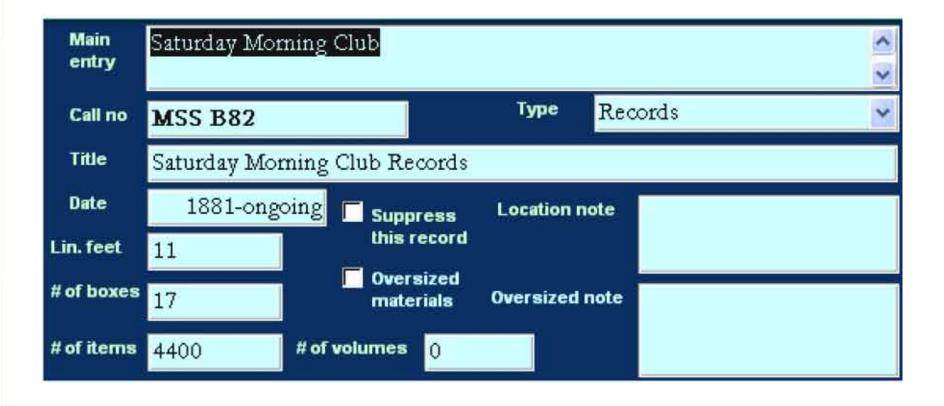
Condition of material rating

A collection whose contents are in large part too fragile to handle is not really accessible.

This rating applies to the paper, photographs, and other types of materials found in individual collections

- **5. Excellent**: little damage with no further deterioration expected, based on the high quality of the material.
- 4. Very good: little damage with some further deterioration possible, due to the mixed quality of the material.
- 3. Good: expected deterioration with some further deterioration possible.
- **2. Fair**: somewhat worse than expected deterioration with some further deterioration possible.
- **1. Poor**: significant damage/ deterioration that makes collection difficult to use.





Condition of material: Quality of housing:	3	Interest: 3 Documentation quality: 5
Physical access:	3	= RESEARCH VALUE: 8
Intellectual access:	2	Missing items:
		Are Henry missing #

Women's social and literary club organized 1881; members chiefly connected with Yale University. Constitution, minutes, membership lists, programs, club history, information relating to club anniversaries, financial records, papers delivered by members, memorabilia, photos, and other materials.

Project Pipeline subject terms:

Women's cultural and social clubs; women's organization's in New Haven; lives and activities of upper-class women in the late 19th and early 20th centuries

Condition and Quality of housing note:

Boxes 5 and 8 severely underfilled. Photos interleaved with acidic paper. Boxes 13 and 14 underfilled and folder labels do not indicate what is inside. Box 15 has no folders at all. 2 boxes on adjacent bay, one on top of other materials.







Test your methodology

- Inventory both typical and unusual items and revise your methodology as you see fit
- After a period of testing, do NOT keep changing approach; aim for internal consistency
- Document what you are doing

Why do an assessment survey?

- Prioritize future preservation and access work
 - HSP's "Collections Preservation and Backlog Processing Planning Project" identified what we should tackle FIRST
- Impress potential funders with concrete information about your high value and most at-risk materials
 - HSP was awarded several grants AND was able to collaborate more effectively with other institutions

Questions?

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